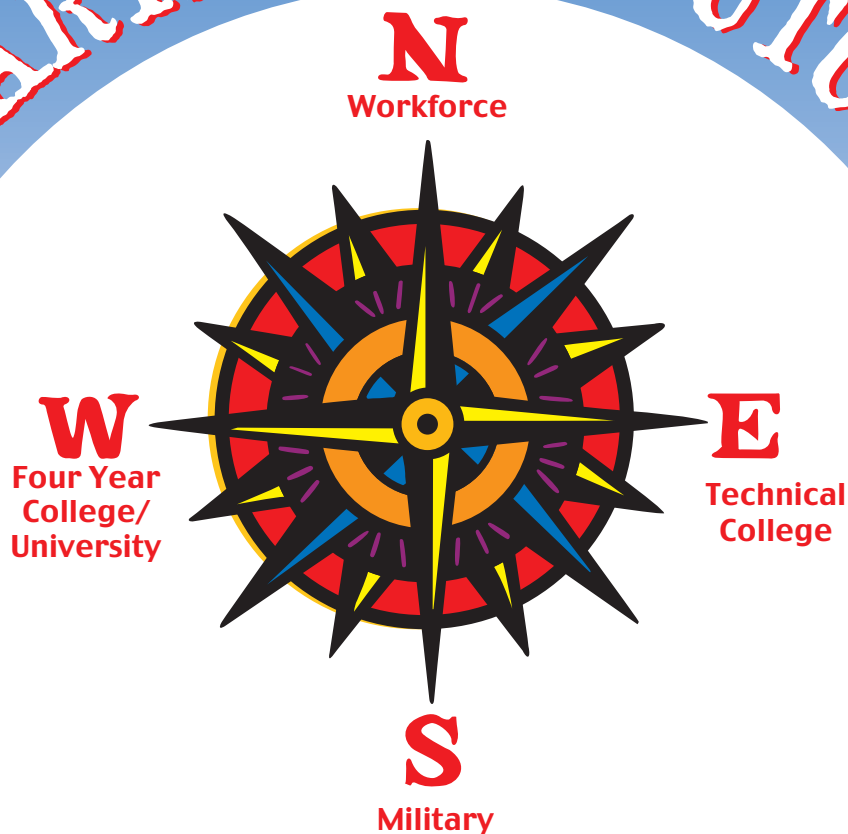


# IGP Individual Graduation Plan

## CHARTING MY FUTURE



**A Guide for Students and Their Families**



# Individual Graduation Plan

## Charting My Course

### Table of Contents

Introduction .....	1
Benefits of Individual Graduation Plans .....	2
Directions for Completing an IGP .....	3
Planning for Graduation .....	4
How Do I Decide Which Career is Best for Me? .....	5
Check Sheet .....	6
Publications, Resources and Websites .....	8



# Introduction

## How IGPs Can Help Students Prepare for High School and Beyond

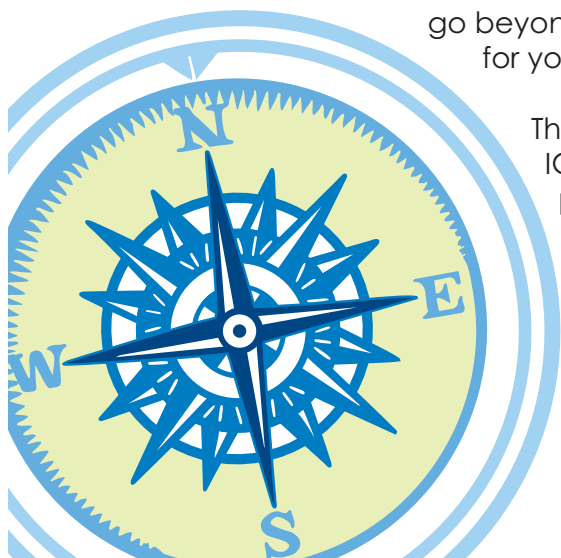
### Career Planning and Individual Graduation Plans

Career planning is an important part of career development and charting your future. One component of this process is the development of an Individual Graduation Plan. Beginning with the class of 2002, each Kentucky high school student must complete an Individual Graduation Plan. The plan should begin in the 6th grade, but no later than the 8th grade, to help you in planning and making decisions regarding your future. You will focus on career goals, select an appropriate career or career cluster and choose the academic and career/technical courses necessary to meet these goals.

The IGP can also help you focus on the connection between course work and goals after high school. Additionally, the IGP process gets your parents involved in the academic and career decisions that will help you determine your future.

The Individual Graduation Plan brings your academic and career needs into sharper focus. Therefore, these goals are continually re-evaluated throughout the high school years to reflect any changes or needs you may have. The IGP will make certain that you have the best chance to reach and possibly go beyond the goals you have set for yourself.

This document will explain the IGP process in detail and provide guidelines for your use.



### Chart Your Course

Career path is a plan which provides individuals with an awareness of jobs, opportunities for exploring areas of interest, and preparation for a chosen career.

Career clusters provide a way to organize groups of occupations that have common characteristics and job duties

Career major at the high school level consists of careers within a specific occupational area.

# Benefits of Individual Graduation Plans

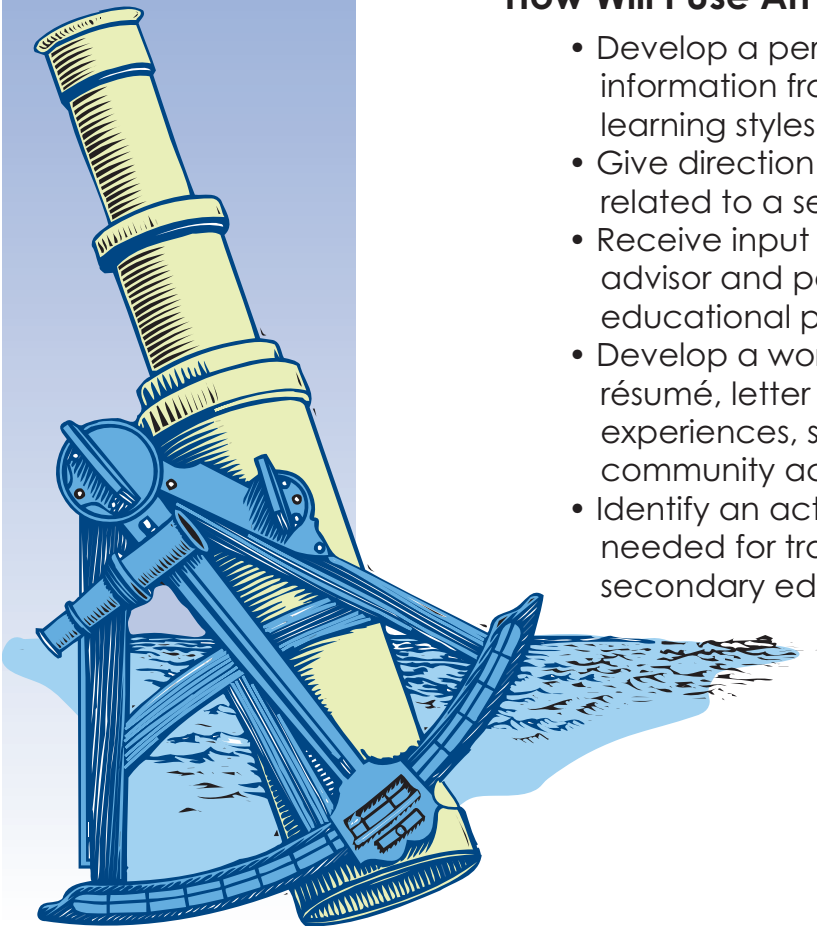
## Why Do I Need An IGP?

### To Help In:

- Scheduling classes needed for graduation
- Selecting courses to support future education, work, or military
- Organizing records and materials for a career portfolio
- Increasing awareness of career options and opportunities
- Reviewing my academic achievement results
- Determining how I can improve my skills

### How Will I Use An IGP?

- Develop a personal education plan utilizing information from career assessment of interests, learning styles, and aptitudes
- Give direction in selecting academic courses related to a selected career cluster/major
- Receive input and guidance from a counselor/advisor and parent/guardian on my educational plan
- Develop a working portfolio that includes a résumé, letter of application, record of work experiences, sample of schoolwork, and community activities
- Identify an action plan for services that may be needed for transition from school to post-secondary education, workforce, or military



# Directions for Completing an IGP

## How Do I Get There?

**Focus on the following directions for completing an IGP:**

1. Begin IGP in 6th grade.
2. Read carefully and complete each section.
3. Print all information (complete Section F in pencil to allow changes as necessary).
4. Update information annually.
5. Work with parents/guardians to schedule meetings with advisor to develop and/or review the IGP.
6. Confer with teacher/advisor when questions arise regarding the IGP.
7. Follow school's directions for storing the IGP.
8. Keep supporting documents with IGP.

**Keep Focused**



# Planning for Graduation

## Choosing A Career Path

### Career Clusters

- Agriculture
- Arts and Humanities
- Business and Marketing
- Communications
- Construction
- Human Services
- Information Technology
- Manufacturing
- Public Services
- Science and Mathematics
- Social Sciences
- Transportation
- Education
- Health Science

Choosing a career path will help you in developing a better plan for future education that you might need in a four-year college/university, community/technical college, the military, or the workforce.

**Step 1** – Identify your interests, abilities and learning styles

**Step 2** – Consider possible career options from Kentucky's 14 Career Clusters

**Step 3** – Decide which career cluster seems to fit you best – identify a potential career major

**Step 4** – Select courses that are related to your identified career major

**Step 5** – Review plans with advisor and parents/guardians annually

A career path can help you prepare for the future. The intent is not to decide on a specific occupation for the rest of your life, but to learn about careers. A career choice is not a permanent commitment. As you have new experiences, you will learn new things about yourself and may change your career major. If you decide to change a career major, you should discuss this with your advisor, parents/guardians and counselor and adjust future course selections.

## All Points to Career Clusters



# How Do I Decide Which Career Is Best for Me?

## Chart Your Course

Career clusters and majors give you a focus for academic and career preparation. The following tips will help you in choosing a career major and keeping on course:

- Identify your top three interests on the Career Interest Inventory
- List ways you learn best from the Learning Styles Inventory
- List strengths identified on Career Aptitude Assessment
- Learn about and compare the basic features of career clusters that will help you in choosing a career major. Use various resources such as printed descriptions, videos, software programs, shadowing, and work experiences to help in exploring the career opportunities in the various career clusters
- Review data on current and projected trends for employment
- Become familiar with educational requirements for the proposed career major at both the secondary and post-high school levels
- Decide which career path seems to fit you best
- Select courses that are related to your career path



**Set Sail For Your Career**

# Check Sheet

## Check Items As They Are Completed And Keep Your Anchor Secure

### 6th Grade

- ☐ Complete informal survey "Who Am I?"
- ☐ List ideas about what you want to do with your life
- ☐ Answer questions on reading and mathematics
- ☐ Complete Self-Assessment Record

### 7th Grade

- ☐ Complete informal survey "Where am I Going?"
- ☐ Complete Self-Assessment Record
- ☐ Take a Learning Styles Assessment (optional)
- ☐ Complete sections of IGP on honors, awards, and extra school activities
- ☐ Identify jobs you would like to learn more about
- ☐ Answer questions on reading and mathematics

### 8th Grade

- ☐ Take a Career Interest Inventory
- ☐ Take an assessment on Learning Styles, if not done in 7th grade
- ☐ Answer questions on reading and mathematics
- ☐ Research careers relating to 3 highest interest areas identified on Interest Inventory
- ☐ Work with advisor to identify appropriate courses for career path
- ☐ Continue development of Individual Graduation Plan
- ☐ Work with parents/guardians to schedule meeting with advisor to develop and/or review the IGP

### 9th Grade

- ☐ Take assessment on vocational aptitude
- ☐ Answer questions on reading and mathematics
- ☐ Review your high school program of studies planned at the 8th grade
- ☐ Consider electives based on career clusters
- ☐ Update IGP as needed (i.e., interests, hobbies, school/ community work experience, and assessment records)
- ☐ Secure signatures
- ☐ Record information for KEES Rewards and in IGP folders
- ☐ Identify materials for Supporting Documentation for IGP



### 10th Grade

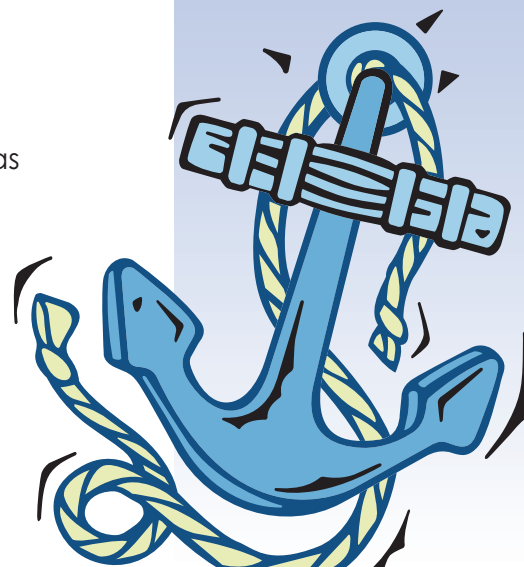
- ☐ Answer questions on reading and mathematics
- ☐ Check credits to make sure you are on schedule for graduation
- ☐ Register for and take other assessments such as PSAT/PLAN, etc.
- ☐ Choose a career major and identify courses needed to achieve the major
- ☐ Gather and review information about career options
  - Four-year colleges/universities
  - Community/Technical colleges
  - Military
  - Workforce
- ☐ Collect supporting documents for IGP (i.e. pictures, portfolio entries, etc.)
- ☐ Update IGP
- ☐ Secure signatures
- ☐ Update information for KEES Rewards and insert in IGP folder

### 11th Grade

- ☐ Answer questions on reading and mathematics
- ☐ Check credits to make sure you are on schedule for graduation
- ☐ Review planned sequence of courses on 4 Year High School Plan to see if you meet criteria for your career major
- ☐ Plan program of study for senior year
- ☐ Begin a résumé, keep on disc
- ☐ Collect information on scholarships and financial aid programs
- ☐ Make plans for taking SAT and/or ACT, if offered in your school
- ☐ Update information for KEES reward and insert in IGP folder
- ☐ Update IGP
- ☐ Secure signatures

### 12th Grade

- ☐ Update IGP (1st semester, if needed)
- ☐ Check credits for graduation
- ☐ Meet with advisor/counselors to review your records
- ☐ Register to take tests such as ACT, SAT, etc.
- ☐ Ask teachers and others for references to use for post-secondary schools, etc.
- ☐ Complete information for supporting documents such as
  - Letters of application
  - Records of work experience
  - Résumé
  - Sample school work
  - Work with counselor to finalize plans for graduation and post-school plans
- ☐ Update records for KEES Rewards
- ☐ Complete information for school transition survey
- ☐ Prepare documents needed for transition



# Publications, Resources and Websites

**Check Items As They Are Completed  
And Keep Your Anchor Secure**

## **Kentucky Resources and Websites**

*Kentucky Career Guide 2001-2002*  
Cabinet for Workforce Development  
Frankfort, KY

*Individual Graduation Plan and Advisory  
Program: Implementation Guide (2002)*  
Frankfort, KY

*Kentucky Department of Education*  
[www.kde.state.ky.us](http://www.kde.state.ky.us)

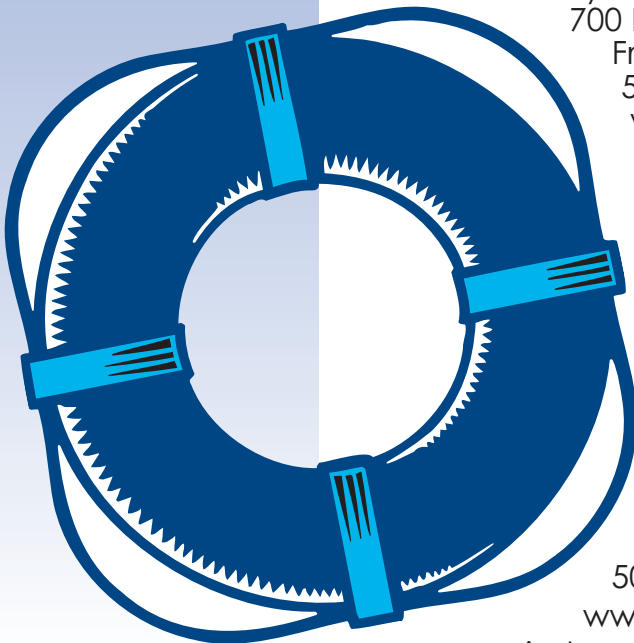
*Guide to Selecting Career Clusters and Career  
Majors in Kentucky (2001)*  
Frankfort, KY  
Kentucky Department of Education  
[www.kde.state.ky.us](http://www.kde.state.ky.us)

*Americans With Disabilities Act (ADA)*  
Capital Plaza Tower, 2nd Floor  
500 Mero Street  
Frankfort, KY 40601  
Phone: 502-564-6606  
Toll Free: 877-423-2933  
[www.ada.state.ky.us](http://www.ada.state.ky.us)

Kentucky State Board for Proprietary Education  
Berry Hill  
700 Louisville Road  
Frankfort, KY 40601  
502-564-3296 ext. 239  
[www.state.ky.us/agencies/finance/  
occupations/proprietaryed/index.htm](http://www.state.ky.us/agencies/finance/occupations/proprietaryed/index.htm)

*Community and Technical College  
Systems (Postsecondary)*  
2624 Research Park Dr.  
PO Box 14092  
Lexington, KY 40512-4092  
859-246-3146  
[www.kctcs.edu](http://www.kctcs.edu)

*Council on Postsecondary Education*  
1024 Capital Center Drive – Ste. 320  
Frankfort, KY 40601  
502-573-1555  
[www.cpe.state.ky.us/keyind/www/index/  
index.asp](http://www.cpe.state.ky.us/keyind/www/index/index.asp)



*Association of Independent Kentucky Colleges  
& Universities*  
484 Chenault Road  
Frankfort, KY 40601  
502-695-5007  
[www.aikcu.org](http://www.aikcu.org)

*Student Financial Aid*  
Higher Education Assistance Authority  
1050 US 127 South  
Frankfort, KY 40601  
502-564-8926  
[www.kheaa.com](http://www.kheaa.com)

### **Websites**

**America's Job Bank**  
[www.ajb.dni.us](http://www.ajb.dni.us)

**Career Explorer**  
[www.careerexplorer.net/default.asp](http://www.careerexplorer.net/default.asp)

**Job Web**  
[www.jobweb.com](http://www.jobweb.com)

**JobProfiles**  
[www.jobprofiles.org/index.htm](http://www.jobprofiles.org/index.htm)

**Occupational Outlook Handbook,  
2002-03 Edition**  
[www.bls.gov/oco/](http://www.bls.gov/oco/)

**The Student Guide**  
*Financial Aid from the U.S. Department of Education*  
Federal Student Aid Information Center  
1-800-4-FED-AID (1-800-433-3243)  
[www.ed.gov/prog\\_info/SFA/Student Guide](http://www.ed.gov/prog_info/SFA/Student%20Guide)

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